

4. SENDING IN APPLICATIONS

When you receive the applications, you should make your final choice of preferred institutions. We recommend that you apply to 3 - 5 institutions, your top preferences, as well as one or more other choices, "just in case".

Institutions differ in their procedures and requirements for admission. Each will specify which documents and information it requires. Follow the instructions carefully. In addition to the application form, some or all of the items listed below can be required.

- **Application fee.** Most colleges charge an application fee, often ranging between \$25 - \$75. This fee usually must be sent with the application. It is not refundable.
- **Copies and certified translations of official records of your previous education.** You should get a copy of your *avgångsbetyg/slutbetyg från gymnasieskolan*, as well as a certified translation and an explanation of grades. Some schools have preprinted forms. In some cases, you might be able to make your own translations and have them certified by your *gymnasieskola* or by *Notarius Publicus*. You can also consult an *Auktoriserad Översättare* but their services are expensive. Both *Notarii Publici* and *Översättare* are listed in *Gula Sidorna* of the telephone directory. For the old *gymnasieexamen*, you can contact *Libers Publikationstjänst*, Liber Distribution AB, Fagerstag. 21, 162 89 Stockholm, tel: 08/690 95 00, for a sample of how to translate your grades. For information on translations of the *gymnasieprogram*, contact your *gymnasieskola* or check *Skolverkets* homepage, where you will find information on translations and also descriptions of your program in English. The address is: <http://www.skolverket.se/> For translations of university transcripts, contact the appropriate office at your university.

The Swedish system with *vidimering* of documents is not accepted in the United States. All copies of documents need to be officially certified.

- **Evidence of English proficiency**, usually in the form of the TOEFL (see Section 3).
- **Academic entrance examinations**, usually the SAT I and the SAT II (see Section 3).
- **Letters of recommendation.** These play an important part in the admission process, and it is essential that you request them only from those upper secondary school and/or university teachers who are able to provide a thorough assessment of your academic performance. Letters of recommendation are confidential and must be sent directly to the university by the person recommending you. Remember to emphasize the necessity of their reaching the U.S. institutions before the deadline date.
- **Statement of finances.** Many colleges require students to submit proof of their financial resources for study in the U.S. This may be a section of the application or a separate form. If you plan to apply for study loans, CSN has special forms (*intyg om studiefinansiering*) which can be used. You may also be asked to get a statement from a bank that you (or your parents) have sufficient funds to support your studies (see Section 9 for sample letter).
- **Financial aid forms** (if financial aid is offered).
- **Essay.** Some colleges will require an essay on either a special topic or a topic chosen by the applicant. The length of the essay varies, and it is essential to follow the instructions given in the application form.

Before sending your application, check that it has been filled out carefully, neatly and completely and that all requested documents are enclosed. Incomplete applications risk not being considered.